

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To:       Distribution**

**Date:   June 19, 1997**

**From:   R. Lipps**

**Subject:  LIMS Team Meeting Minutes for 6/19/97**

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**Attendees:**   C. Ament, P. Callaham, E. Carmines, S. Laffoon, D. Lisbon, F. Logan, R. Lipps, C. Mazur, J. Sampson, J. Wickham

**Business Conducted:**

- D. Lisbon introduced our new facilitator - Carol Mazur. Page Callaham was also introduced as an alternate facilitator assigned for the team.
- The memo to R&D managers asking for JAD participants was distributed on Monday, June 16, 1997. A summary of Goffman's reference contacts was added to the justification memo attached to the purchase requisition. That memo was forwarded to K. Koller. The consultant work agreement supplied by legal includes all of the pertinent items for the team to contract with M. Goffman.
- The divisional presentation was distributed.
- The team discussed background items to be reviewed at Goffman's first visit. Those items, as outlined by M. Goffman, include:
  1. Current Information Systems Overview - assigned to J. Wickham and R. Lipps
  2. Corporate Standards - MS office, Chemstation, Dionex Peaknet, Mettler Balances, Win95/NT, TCP/IP, Ethernet, Dec Alpha NT and Unix, IEEE 488/RS232, ODBC databases (Sybase preferred), Statistica, Netscape, and BrioQuery. Other directives include year 2000 compliance, strong vendor support, strong security, and an open client-server architecture.
  3. Vision of the Future - GLP, chemical dictionary, NT Client, Web interface, instrument to desktop and instrument to instrument communications, complete traceability, cross-company communication, single sample identification, and electronic notebook capability.

**Action Items:**

- J. Sampson will ask legal for permission to forward the consultant work agreement to M. Goffman.
- All members will review the divisional presentation for comment at the next meeting.
- J. Wickham will reorganize the LIMSTeam folder on the computer.
- R. Lipps and J. Wickham will work on the current information systems overview.

**Next Week's Agenda:**

- Review action items
  - Review status of Goffman consulting
  - Review comments on divisional presentation
- Begin work on Goffman schedule
- Continue work on Goffman's background items
- Discuss contingency plans
- Process check
- Plan next agenda

**Distribution:**

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Ament, C.  
Carmines, E.  
Good, B.  
Koller, K.

Laffoon, S.  
Lisbon, D.  
Logan, F.  
Mazur, C.

Sampson, J.  
Wickham, J.